



**Creston Valley
Chamber of
Commerce**

Creston Valley Chamber of Commerce

Position: Business Administrator (Summer Position 8 weeks)

Employment Type: Summer Job

Hours: 32 hours per week

Rate of Pay: \$24/hour

Employment Start Date: June 15th 2026

Employment End Date: August 8th 2026

Application Deadline: Wednesday May 15th

Schedule: Daily business hours with evening and weekend hours as required for events and meetings

About the Role:

The Creston Valley Chamber of Commerce is seeking a **detail-oriented and organized Business Administrator** to support administrative functions and ensure efficient operations within the Chamber. This summer position offers an opportunity to develop valuable office and business management skills while assisting in organizational tasks, data entry, and communication with members and stakeholders.

Key Responsibilities:

- **Maintain and update membership records** to ensure accuracy and accessibility.
- **Perform data entry, document processing, and file organization** to support Chamber operations.
- **Respond to member inquiries** and assist with Chamber communications, ensuring timely and professional engagement.
- **Support event planning and coordination** by managing logistics, registrations, and administrative tasks.
- **Assist in financial record-keeping** including invoicing, tracking payments, and maintaining organized financial documentation.
- **Prepare reports and summaries** to support decision-making and Chamber initiatives.
- **Coordinate communication between Chamber leadership, members, and community organizations.**
- **Ensure efficient office management** by maintaining supplies, scheduling meetings, and handling general administrative tasks.
- **Support marketing and outreach efforts** by assisting with email campaigns, newsletters, and social media updates.
- **Attend meetings and take notes** to document discussions and follow up on action items.

Qualifications & Skills:



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- Strong organizational skills and attention to detail.
- Ability to manage multiple tasks efficiently.
- Excellent communication and customer service skills.
- Proficiency in Google Workspace and other administrative tools.
- Ability to analyze and organize data effectively.
- Interest in business operations, community engagement, and administrative support.

How to Apply:

Interested candidates should submit their resume along with a cover letter outlining their relevant experience and enthusiasm for the role to Jessica Piccinin
executivedirector@crestonvalleychamber.com